Care Coordination Tool (CCT) Training Materials Table of Contents

Listed below are the items covered in each of the CCT training guides:

1. **My Members Tab Training Guide**
   a. **Part 1**
      i. Navigate the **My Members** main table
      ii. Search for members
   b. **Part 2**
      i. Sort members by **Disease Profile**
      ii. Sort members by **Quality Indicators**
      iii. Stratify members by risk/view risk chart
      iv. See additional member information
      v. Export a member list to Excel

2. **Quality Measures Training Guide**
   a. Search for a group of members based on the selection of care organizations, programs enrolled in, program status, and/or quality measure group selected
   b. Individually address the gaps identified for a member
   c. Search for individual member within the quality measure group selected and other search criteria given, using member name/member ID
   d. Address all the gaps identified for a member:
      i. Close/address all gaps for a member at once
      ii. Address gaps in **In Progress** status
      iii. Address gaps in **In Progress** status for **All** members at once

        iv. Filter members who have measures in **In Progress** (based a particular measure name)

    e. View the patient health record summary

    f. Sort members by risk scores

    g. Export the list of quality measures data into Excel

3. **Population and Quality Measure Performance Dashboards Training Guide**

    a. View the **Population Dashboard**

    b. Navigate the **Population and Quality Measure Performance** Dashboards

        i. Select measure groups to view gaps in care information and tables

    c. Utilize the **Quality Measure Performance Dashboard** to update a member's activity progression

    d. Engage a member in care transition

    e. Export quality measures data into Excel

4. **Admission, Discharge, Transfer (ADT) Training Guide**

    a. Engage a member in care transition

    b. View required activities

    c. Sort Members by Risk

    d. Export ADT information to Excel

5. **Practice Administrator User Role Training Guide**

    a. View **Care Coordination** and **Population** Dashboards

    b. View and edit member summary data

    c. Manage care staff

    d. Reset passwords

    e. Assign a member's care team

        i. Update or inactivate care staff users